



Minutes of the
City Commission for the City of Traverse City
Regular Meeting
January 21, 2014

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, Mayor Pro Tem James Carruthers, Barbara D. Budros, Jeanine Easterday, Gary L Howe, Ross Richardson (arrived at 7:02 p.m.), Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Michael Estes presided at the meeting.

As requested by Commissioner Ross Richardson, Agenda Item 2(j) was removed from the Consent Calendar for full discussion.

2. Consent Calendar

Moved by Carruthers, seconded by Easterday, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. The minutes of the January 6, 2014, Regular Meeting and January 13, 2014, Study Session, be approved.
- b. The independent auditors report as provided by representatives of Abraham and Gaffney for Fiscal Year 2012-2013, which ended June 30, 2013, be accepted.
- c. The City Manager be authorized to issue a confirming service order for

\$12,125.96 to Molon Excavating, Inc., for the emergency sewer repair at 712 and 714 Barlow Street, with funds from the Special Improvements Fund.

- d. The City Clerk be authorized to issue a Major Street Use Permit to the Traverse City Film Festival for the 2014 Traverse City Winter Comedy Arts Festival, for the closure of portions of Front and Cass Streets as outlined in the City Clerk's January 14, 2014, communication.
- e. The City Commission adopt General Schedule #23, *Election Records*, which was approved by the Michigan Administrative Board on November 26, 2013.
- f. The Mayor and City Clerk execute a unit prices contract with Grand Traverse Construction in the amount of \$118,811, more or less, at the unit prices indicated in its bid, for the 2014 Woodmere Pump Station Repair and DPS / Pump Station Power Project, with funds available in the Wastewater Fund and Garage Fund, such contract subject to approval as to its substance by the City Manager and its form by the City Attorney.
- g. The City Manager be authorized to issue a confirming purchase order in the amount of \$30,783.66 to Lemmen Oil Company for 10,002 gallons of dyed #2 diesel fuel without additives priced at \$3.07775 per gallon with funds available in the Garage Fund.
- h. The City Manager be authorized to issue a confirming purchase order in the amount of \$26,877.76 to Lemmen Oil Company for 10,015 gallons of unleaded gasoline priced at \$2.68375 per gallon with funds available in the Garage Fund.
- i. An amendment to the Traverse City Code of Ordinances, *Rules of Procedure*, Section 1324.04, which will remove the Board of Zoning Appeals Rules of Procedure from the Zoning Code and establish the Rules of Procedure as a separate document of the Board of Zoning Appeals as recommended by the City Planning Commission, be introduced and scheduled for possible enactment on February 18, 2014.
- j. Removed from the Consent Calendar.

CARRIED unanimously.

Items removed from the Consent Calendar

a.

Consideration of declaring five Department of Public Services' trucks surplus and authorizing a purchase order for replacement trucks and related chassis.

The following addressed the Commission:

Jered Ottenwess, City Manager
Dave Green, Director of Public Services

Moved by Richardson, seconded by Werner, that the City Manager be authorized to declare surplus five trucks (#57, #69, #73, #87 and #90) and issue a purchase order to Signature Ford in the amount of \$180,155.00 for the purchase of five new Cabs and Chassis (#57, a Ford F350, dual rear wheel, #69, a Ford F350 single rear wheel, #73, a Ford F550, dual rear wheel, #87, Ford F350 Single rear wheel, and #90 Ford F550 dual rear wheel), with funds available in the Garage Fund.

CARRIED unanimously.

3. Old Business

3(a).

Consideration of enacting an amendment to the Traverse City Code of Ordinances which would revise the hours of operation for mobile food vendors.

The following addressed the Commission:

Jered Ottenwess, City Manager

Moved by Carruthers, seconded by Howe, that an amendment to the Traverse City Code of Ordinances, *Mobile Food Vending Hours of Operation*,

Section 865.08, which would revise the hours of operation allowed for Mobile Food Vending Units operating on private property in commercial areas from 7 a.m. to 11 p.m. to 6 a.m. to 3 a.m., which was introduced on January 6, 2014, be enacted with an effective date of January 31, 2014.

Rick Buckhalter, 932 Kelley Street – expressed opposition

CARRIED unanimously.

4. New Business

4(a).

Consideration of adopting a resolution for coordination of emergency response activities and appointing Gregg Bird as Emergency Management Coordinator.

The following addressed the Commission:

Jered Ottenwess, City Manager

Gregg Bird, Grand Traverse County Emergency Management Coordinator

Moved by Richardson, seconded by Easterday, that the Emergency Management Resolution, which establishes a planning and coordination process with respect to natural and man-made disasters, be adopted.

CARRIED unanimously.

5. Appointments

5(a).

Consideration of appointing a City Commission Ad Hoc Committee to review the National Cherry Festival's proposed letter of agreement outlining the festival's requests for city resources for the 2014 National Cherry Festival.

Moved by Carruthers, seconded by Budros, that an ad hoc committee be established to meet with the National Cherry Festival to discuss and make

recommendation regarding the 2014 National Cherry Festival; and that Commissioners Easterday, Werner and Richardson be appointed to the committee, with Commissioner Easterday to serve as Chair and that the City Manager call the meetings.

CARRIED unanimously.

5(b).

Consideration of appointing a City Commission Ad Hoc Committee to develop a possible ballot proposal to use Brown Bridge Trust Fund dollars for parks purposes.

Moved by Werner, seconded by Easterday, that a City Commission Brown Bridge Trust Fund Ad Hoc Committee be established to make recommendation regarding a potential ballot proposal for voter approval to use Brown Bridge Trust Fund dollars for parks purposes; and that Commissioner Howe, Mayor Pro Tem Carruthers and Mayor Estes be appointed to such committee, with Commissioner Howe to serve as Chair, with the committee set to expire July 22, 2014.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.

1. Report from the Mayor serving on the Downtown Development Authority.
 2. Report from Commissioners serving on the Light and Power Board.
 3. Report from the Mayor and Commissioner serving on the Planning Commission.
 4. Report from Commissioners serving on other boards.
 5. Report from the City Treasurer/Finance Director regarding a duplicate BATA millage that was included on winter tax bills for the city residents in Leelanau County.
 6. Code Enforcement Officer Annual Report for 2013.
 7. Minutes of the Planning Commission meetings of December 3, 2013, and December 18, 2013.
 8. Planning Commission Annual Report for 2013.
 9. Minutes of the Human Rights Commission meeting of December 9, 2013.
 10. Minutes of the Act 345 Retirement System meeting of November 20, 2013.
- e. Reports and correspondence from non-City officials.

None.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Tim Werner
Commissioner Ross Richardson
Mayor Pro Tem James Carruthers

There being no objection, Mayor Michael Estes declared the meeting adjourned at 7:28 pm.

Benjamin C. Marentette, CMC
City Clerk

Approved: _____, _____
(Date) (Initials)